

# Horicon Public Library

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## Request for Reconsideration of Library Materials

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Horicon Public Library Card Number: \_\_\_\_\_

Material to be reconsidered:

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> Book            | <input type="checkbox"/> Magazine          | <input type="checkbox"/> Newspaper    |
| <input type="checkbox"/> Audiobook       | <input type="checkbox"/> Audiovisual Media | <input type="checkbox"/> Music CD     |
| <input type="checkbox"/> Library Program | <input type="checkbox"/> Display           | <input type="checkbox"/> Other: _____ |

Title: \_\_\_\_\_

Author/Artist/Illustrator: \_\_\_\_\_

Copyright Date: \_\_\_\_\_

1. What brought this material to your attention?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Have you read, listened to, or viewed the entire work?  Yes  No

3. If not, which parts have you reviewed?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What concerns you about this material? Please be specific.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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5. What would you like the Library to do with this material?

- Withdraw it from the Library
- Move it to a different part of the Library's collection
- Other:

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6. Explain how this action would improve the Library's service to the community.

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7. Are there any resources you would suggest providing additional information and/or other viewpoints on this topic? What materials would you suggest as possible replacements for this item?

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The Horicon Public Library considers all Requests for Reconsideration of Library Material pursuant to its Challenged Materials Policy. The following is a summary of the process:

1. Receipt of this form shall be acknowledged by the Library Director.
2. The Library Director shall review the challenge and recommend one of several actions:
  - a. To retain the challenged material in the collection;
  - b. To retain the challenged material, but move it to another location in the collection; or
  - c. To withdraw the challenged material.
3. The Library director then notifies the complainant of the disposition, which may take up to three months.
4. If the complainant is not satisfied with the decision of the Library director, they may direct their concerns to the Horicon Public Library Board of Trustees for its consideration.